

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
337**

**STAFF REQUIREMENTS FOR HOME ADDRESS AND PERSONAL
TELEPHONE NUMBER**

Supersedes: AR 337 (Temporary, 05/25/11)
Effective Date: 01/05/12

AUTHORITY:

NRS 209.131
NRS 613.075
NAC 284.718, 284.726

RESPONSIBILITY

Each Department employee is responsible to provide an emergency telephone number to the designated representative where they can be reached promptly in the event of an emergency.

All Department employees are responsible to maintain current information on file with their work location and the Personnel Services Division.

337.01 REQUIREMENTS

1. Employees must notify their institution or supervisor of their current address and telephone number.
 - A. The institutions shall maintain a current roster that reflects each employee's address and telephone number.
 - B. Employees shall promptly notify their institution or supervisor of any changes in their address and/or telephone number.
2. If an employee does not have a personal telephone, the employee must furnish the institution/Division Head with information on how the employee can be contacted.

3. Employees shall update any changes to their state records personal information, i.e., address, telephone number or emergency contact through the employees' NEATS home page under View/Change Personal Information.

A. Changes to personal information must be made in all capital letters, using no punctuation and proper postal abbreviations (i.e., ST, RD, etc.)

B. The Personnel Services Division will be required to approve changes in the NEATS system made by employees.

4. Employees without access to a computer will be required to contact the Personnel Services Division to update/change their state records personal information.

337.02 CONFIDENTIALITY

1. Information which relates to an employee's personal telephone number and home address is strictly confidential

2. Employee information designated as confidential shall not be provided by any entity other than the Personnel Services Division.

A. Any request for employee information shall be referred to the Personnel Services Division.

B. Department staff who inappropriately provide Employee information may be subject to progressive disciplinary action.

APPLICABILITY

1. This Administrative Regulation requires an operational procedure at the institutions.

2. This Administrative Regulation does not require an audit.

REFERENCES

ACA Standard 4-4070


James G. Cox, Director

12/19/11
Date